



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SENIOR HUMAN RESOURCES SPECIALIST
3	Posting Number	PN# 112570
4	Department	SOLID WASTE MANAGEMENT
5	Division	ADMINISTRATION
6	Section	HUMAN RESOURCES
7	Reporting Location	611 WALKER *
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Performs professional personnel work in a functional area such as recruitment, benefits, worker's compensation, and salary administration. Develops and revises policies and procedures. Recruits, screens and fills municipal and classified vacancies. Coordinates advertising to assist in recruiting efforts. Prepares and updates various documents to communicate benefits information. Coordinates divisional activities such as benefits seminars for departmental personnel liaisons, and retirees. Serves as liaison to external groups (i.e. HMOs, PPOs, etc.).

10 **WORKING CONDITIONS**
This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Business Administration, Social Science, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Three years of related professional experience in personnel are required. Pertinent personnel experience at the professional level may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**
Preference will be given to the candidate with strong written and verbal communication skills.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐Yes ☒No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 21

\$1,211 - \$1,734Biweekly \$31,486 – \$45,084 Annually

18 **OPENING DATE** August 16, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9211. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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